

## **SAMPLE – FEDERAL RESUME**

Joe Friday  
123 Sesame Street  
Silver Spring, MD 20906  
Federal Civilian Status: N/A

Home: (410) 555-5678  
Office: (410) 555-1234  
Veteran's Preference: N/A  
Country of Citizenship: U.S.A.

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**CERTIFICATIONS:** Project Management Professional Certification, 2013

### **EDUCATION:**

**University of Maryland University College** – Adelphi, MD 20783

**Degree:** B.S. Degree, May 2012

**Academic:** GPA: 3.85/4.0

**Major:** Business Administration

**Academic Honors:** Graduated Magna Cum Laude

**Calvert Hall College High School**, Baltimore, MD 21286

**College preparatory curriculum**, received diploma, June 2007

**COMPUTER SKILLS:** Macintosh and PCS, Microsoft Windows, and Microsoft Office Suite, Adobe Acrobat, and Photoshop.

### **EMPLOYMENT HISTORY:**

Senior Administrative Assistant - Research Services  
November 2006 – Present  
Supervisor: Christopher Troutman (May be contacted)  
Salary: \$19.00/hour

Lockheed Martin  
Rockville, MD  
Telephone: (410) 555-1212  
Hours: 20/week

- Provides support to the staff on special projects such as the fiscal year budget review which led to reducing our expenses by 30 percent in 2013.
  - Perform cost analysis on office supply vendors
- Provides commendable customer service to clients and administrative support for the Director of the Office of Research Services to include maintaining an organized client listing and providing timely documentation to clients.
- Delegates tasks and projects to staff with little approval from the Director.
- Receives and reviews email, messages and any other correspondence of the Director of Research Services along with updating his calendar on a daily basis.

### **VOLUNTEER EXPERIENCE:**

Project Coordinator  
May 2006 – Present  
Supervisor: Kate Moss (May be contacted)

Rockville Boys and Girls Club  
Rockville, MD  
Telephone: 301-555-6868

- Designs, coordinates, and promotes the club's after-school and summer activities such as field trips, sports clinics and other after-school activities.
- Coordinates fundraisers for the club. With our fundraisers, I raised \$50,000 in donations for the renovation of the club's gym.

**REFERENCES:** Available upon request.